



**IOWA**  
Department of  
Natural Resources

Environmental Management Systems Pilot Program

# Identifying an EMR and Building an EMS Core Team

Kick-off Workshop  
November 17-18, 2009





G R E S H A M  
S M I T H   A N D  
P A R T N E R S

**The EMR is Responsible for EMS  
Implementation and the EMS  
Core Team Provides Support**

## EMR...Another Acronym But What is It?

An Environmental Management Representative (EMR) is "An individual which will manage the development and implementation of the EMS."

The EMR will be:

- Primary point of contact for the EMS
- Usually designated by Senior Management
- Responsible for keeping EMS development and implementation on track
- Reporting EMS progress and implementation challenges to Senior Management



## EMR Selection

- Passion to Drive the EMS
- Organizational Savvy
- Enjoys Training Others
- Has Process / Systems Knowledge
- Wants to Learn or has EMS knowledge
- Possesses Communication Skills

***Congratulations...You Have Been Selected  
to be the EMR...***



## The EMS Core Team

- ⦿ Assist the EMR in Building a Successful EMS
- ⦿ Bring Operational Knowledge to the EMR
- ⦿ Reviews Drafts of Documents for Applicability and Adequacy
- ⦿ Support System
- ⦿ Buy-In for the EMS
- ⦿ Cheerleaders for Their Areas of Operation



## EMS Core Team Qualifications

One or More of the Following:

- ⦿ Environmental Knowledge
- ⦿ Operational Staff
- ⦿ Trusted Staff
- ⦿ Good Communicators
- ⦿ Enthusiasm and Energy

***Congratulations...You Have Been  
Selected to be the on the EMS Core  
Team***



## Smaller Organizations EMR = EMS Core Team

### How to Build the EMS Core Team

- ◉ Solicit Volunteers for the EMS Core Team
  - Ask for Participation
  - How Can You Make It “Prestigious”
- ◉ OR Identify and Assign Members to the EMS Core Team
  - Management Appointment
  - Usually by Title or Position



## How to Build the EMS Core Team (cont.)


- ◉ Consider Areas of Importance to the EMS Development
  - Environmental Knowledge
  - HR
  - Purchasing
  - Communications
- ◉ Reward/Recognize Involvement
  - T-Shirts with “EMS Core Team Member”
  - Performance Plans
- ◉ Provide Training to the EMS Core Team
  - Overview of EMS
  - Goals of the EMS



## Consider Nay Sayers/Saboteurs

- ◉ Consider the Nay Sayers or Saboteurs for the EMS Core Team
- ◉ Provide the Opposite View Point in Reviewing the EMS
- ◉ Can Change Their Attitude
- ◉ Potentially Bring the Rest of the Nay Sayers With Them







# WANTED

## ALL REFUSE DISPOSAL DIVISION PERSONNEL

The Environmental Services Department has been awarded a US EPA grant to assist us in implementing an Environmental Management System (EMS) and eventual ISO 14001 certification. We need your help as the Division and Department assume a national leadership role in the environmental stewardship, regulatory compliance, health and safety, and resource management of our core business.

Help us to define our Environmental Management System as we move toward a sustainable future. As experts in the administration, operation, maintenance, regulation, and restoration of landfills your abilities to identify impacts of our business on the environment is crucial to our future success and eventual ISO 14001 certification.

There is a place for everyone so if you are interested in taking a leadership role, please fill out the attached form and return it to Mark zu Hone or Bob Ferrier by June 30, 2000.






### Team Membership

We want to put together a team that is representative of the Division as a whole. We plan to have a small core group that will direct the project and there will also be several groups of in-house experts working to perform specific tasks.

Team members should have the following qualities:

- Commitment to the environment
- Ability to communicate with co-workers
- Field experience and knowledge of operations
- Environmental management skills
- Creativity and energy
- Ability to see the forest
- Be open to feedback from all levels of the organization







**dallas water utilities**  
city of dallas

**Dallas Water Utilities EMS Core Team Meeting**

**Thursday, April 2, 2009**  
**9:00AM – 12:00 PM**



**Wastewater Collections Northeast Service Center**  
**8915 Adlora Lane**

<b>9:00AM – 9:15AM</b>	<b>EMS Update</b>	<b>Grady Coomes,</b> <b>Environmental</b> <b>Coordinator</b>
<b>9:15AM – 10:30AM</b>	<b>Review Monitoring and</b> <b>Measurement Data for DWU</b> <b>Facilities</b>	<b>Grady Coomes,</b> <b>Environmental</b> <b>Coordinator</b>
	<b>Training and Awareness</b>	

## Best Practices

- Select an EMR with an Environmental Background or with an Interest in Environmental Issues
- Provide Time for the EMR to Develop and Implement the EMS
- Implement Reporting Tool or Mechanism for EMR to Report and Address Hurdles and Successes

## Best Practices



- Schedule EMS Core Team Meetings on a Regular Basis (Monthly?)
  - If You Don't Need to Meet, Don't
- Don't Pressure Anyone Not Willing to Serve
- Ensure EMS Core Team Members Understand Their Role
- Opinions From Core Team Members Matter Regarding the EMS
- Keep EMS Core Team Agendas and Meeting Minutes



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Questions?



GRESHAM  
SMITH AND  
PARTNERS